

October 2003

APPLICATION FOR FUNDING

Community Development Block Grant Program

Fiscal Year 2004/2005

(July 1, 2004 to June 30, 2005)

- General Allocation
- Native American Allocation
- Colonias Allocation



STATE OF CALIFORNIA
Department of Housing and Community Development
Division of Community Affairs
Community Development Block Grant (CDBG) Program
2710 Gateway Oaks Drive
North Building, Suite 190
Sacramento, CA 95833

Telephone: (916) 263-0485
Fax: (916) 263-0489

Website: www.hcd.ca.gov/ca/cdbg/about.html

STATE OF CALIFORNIA
GRAY DAVIS, GOVERNOR

BUSINESS, TRANSPORTATION AND HOUSING AGENCY
MARIA CONTRERAS-SWEET, SECRETARY

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
MATTHEW J. FRANKLIN, DIRECTOR

Division of Community Affairs

William J. Pavão, Deputy Director

Community Development Section

Lisa Vergolini, Section Chief

Stuart Baker, Specialist

**Community Development Block Grant (CDBG) Program
General, Native American, and Colonias Allocation**

Allen Jones, Program Manager

Program Staff:

Mimi Bettencourt, Lead Person

Leticia Cortez

Harry Faris

Liz Fitzgerald

Jo Ann Jacobs, M.S.T.

David Nelson

William Strong

Patrick Talbott

Sally Verdin

Sue Wade

Joan Ruggirello, Program Secretary

ATTENTION:

- IMPORTANT SUBMITTAL INSTRUCTIONS -

All applications must be received by 5:00 P.M.
on February 13, 2004.

Applications received by the Department after
5:00 P.M., February 13, 2004, will not be
accepted and will be returned to the jurisdiction
regardless of postmark/mailing date

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INTRODUCTION

Contents of Application: The Application is divided into two major sections. Most entries are self-explanatory. Where Instructions are needed, they are located in front of each section of the Application.

Section	Content
Application Sections	<p>Part A.</p> <ul style="list-style-type: none"> • Application Summary Forms <p>Part B.</p> <ul style="list-style-type: none"> • Required Certifications and Documentation <p>Part C.</p> <ul style="list-style-type: none"> • Capacity • Other Funding Sources • Program Income
Activity Description Forms	<ul style="list-style-type: none"> • color-coded by categories of eligible activities • proposed activities/description and documentation of need • project budget data

Timelines:

Activity	Date
NOFA Release Date	October 21, 2003
Application Release Date	October 28, 2003
Application DEADLINE	February 13, 2004 (5:00 p.m.)
Housing Element Procedural Compliance	April 2, 2004
AWARDS ANNOUNCED	April 30, 2004

INTRODUCTION *(continued)*

Important Notes:

- Applications **must be received** in the Department by 5:00 P.M. on February 13, 2004.
- Late or incomplete applications will **not** be considered for funding.
- Telefaxed applications will **not** be accepted.
- Additional information that could enhance the competitiveness of the application will **not** be accepted after the application deadline.
- The Department reserves the right to request additional information as a special condition to the grant agreement.

Required Number of Copies:	Items Required:
One	Complete original set (with original signatures) of the entire application and all attachments; <u>and</u>
	In the front pocket of the original application set, include:
One	Additional copy of the authorizing Resolution for the submittal of the application, and
One	Additional copy of all forms in Part A; and
One	Additional copy of all forms in Part B; and
One	Additional copy of Census Tables (when required).

PACKAGING:	<ul style="list-style-type: none"> • Place each copy of the application and attachments in an appropriate sized, 3-ring loose-leaf binder. • Place an identifying label on both the cover and spine of the loose-leaf-binder • Clearly label the “original” and the “copy” • Paginate every page • Use tabbed pages or other clearly-marked separating devices to mark attachments--<u>do not use adhesive stickers or flags--these devices are easily misplaced or lost</u>
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INTRODUCTION *(continued)*

BEFORE YOU MAIL THE APPLICATION	<ul style="list-style-type: none"> • Check each set of the application for completeness • Make sure all the attachments are included • Ensure that all pages (including attachments) are numbered consecutively • Ensure that the original application contains all original signatures on the appropriate forms
HOUSING ELEMENT PROCEDURAL COMPLIANCE	<ul style="list-style-type: none"> • In order to be eligible for award, all applicants must be in procedural compliance with their Housing Element no later than April 2, 2004. <p>Absolutely no extensions for compliance can be granted beyond April 2, 2004.</p>
MAILING INFORMATION	<p style="text-align: center;">Mailing Address:</p> <p>State Community Development Block Grant Program Department of Housing and Community Development P. O. Box 952054, MS 390-2 Sacramento, CA 94252-2054</p> <p style="text-align: center;">Street Address:</p> <p>2710 Gateway Oaks Drive North Building, Suite 190 Sacramento, CA 95833</p>
FOR FURTHER INFORMATION:	<p>Telephone: (916) 263-0485</p> <p>Fax: (916) 263-0489</p> <p>Website: www.hcd.ca.gov/ca/cdbg/about.html</p>

INTRODUCTION *(continued)*

General Administration and Activity Delivery Percentage Limitations

Part of this application consists of tables in which we ask applicants to allocate the grant funds that will be spent on general administration of the grant and on “activity delivery” (activities related to the direct implementation of the grant). Applicants may choose to make a commitment of local funds in these cost categories as a means of achieving points under the scoring category of Leverage (see NOFA for more information about the scoring categories).

CDBG has established limits on the amount of funds that can be requested for general administration and activity delivery.

- **General Administration (GA)**

GA includes costs for general grant administration, such as office space and equipment, accounting/fiscal, travel, and program reporting to CDBG. See Appendix E for cost categories. Under Federal and State law, the Department may allow grantee jurisdictions up to 7½ percent of their CDBG funds for GA. However, jurisdictions are not prohibited from committing additional local, non-CDBG resources to GA beyond the 7½ percent.

Applicant jurisdictions will receive points for local administrative contributions (leverage), not to exceed 10 percent of the grant amount. This 10 percent calculation will take into account the CDBG dollars requested for GA, as illustrated in the following examples.

Example	
<p style="text-align: center;">Example 1</p> <p>7½ percent CDBG GA and 2½ percent local funds</p>	<p>Jurisdiction A requests \$500,000 and proposes using 7½% of the CDBG award (\$37,500) for general grant administration. Jurisdiction A could receive competitive credit for up to \$12,500 in local administrative services (local leverage) contributed to the grant per the following formula:</p> <p>10% of the \$500,000 grant = \$50,000 maximum allowable for General Administration.</p> <p>$\\$37,500$ (7½% CDBG) + $\\$12,500$ (2½% Local Commitment) = $\\$50,000$</p>
Example	

INTRODUCTION *(continued)*

<p style="text-align: center;">Example 2</p> <p style="text-align: center;">A portion of CDBG GA and a greater portion of local funds</p>	<p>If Jurisdiction B proposes using less than 7½% of the CDBG grant for general administration, it may receive credit for committing up to the 10% total as illustrated below:</p> <p>Jurisdiction B requests \$500,000 and proposes using 5% of the CDBG award (\$25,000) for general grant administration. Jurisdiction B could receive competitive credit for up to \$25,000 in local administrative services (local leverage) contributed to the grant per the following formula:</p> <p>10% of the \$500,000 grant = \$50,000 maximum allowable for General Administration.</p> <p>\$25,000 (CDBG) + \$25,000 (Local Commitment) = \$50,000</p> <p><i>Note: Jurisdiction B would be more competitive than Jurisdiction A in the category of local leverage if these were the only local contributions.</i></p>
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• Activity Delivery (AD)

AD means the costs associated with carrying out the activity, such as marketing, eligibility determinations, preparing loan documents, preparing final plans and specifications, etc. The amount of grant funds that can be allocated to Activity Delivery varies depending on the proposed activity. See Appendix E for guidance on cost categories.

The percentage amount is calculated on the amount requested for the activity, **not** the total grant amount.

Housing - New Construction	8%; 12% if difficult labor standards are invoked
Housing - Acquisition	8%; 12% if difficult labor standards are invoked
Housing – Rehabilitation	19%
Community Facilities	8%; 12% if difficult labor standards are invoked
Public Services	8%
Public Works	8%; 12% if difficult labor standards are invoked

Note: “Difficult labor standards” means multiple subcontractors and/or numerous trades.

Instructions for
**APPLICATION CHECKLIST
&
ACTIVITY CHECKLISTS**

The Application Checklist **must be completed and submitted with the application**. In addition, an Activity Checklist must be completed for each activity in the application. These checklists serve the following purposes:

- The applicant's table of contents; and
- Provides the order in which the application must be organized and submitted; and
- Provides a checklist to ensure that all required documentation (for each activity) is included in the application.

Instructions for PART A -
APPLICATION SUMMARY FORMS

The Application Summary consists of 7 parts. Most of the blanks are self-explanatory. Information has been provided where needed for clarification.

PART A. Application Summary Forms

1.a Application Information

Complete all required information in this section.

1.b Authorized Representative Information

Complete all required information pertaining to the jurisdiction's authorized representative, as stated in the authorizing resolution.

The Authorized Representative must sign the application.

1.c. Application Contact Information

Please provide the required information for the contact person for this application.

**Instructions for PART A -
APPLICATION SUMMARY FORMS (continued)**

2. Requested Funding by Activity

Itemize the funds requested for each category. You may apply for as many activities as you choose.

Entries for specific activities:	Please anticipate the predominance of funds to be spent on single-versus multi-unit Rehabilitation projects. It is preferable for you to request all rehabilitation funds for this predominant unit type. If you split rehabilitation between the two unit types you will be required to request funds and report by both unit types. For the three housing-related activities, estimate the dollar amounts to be spent on owner and renter occupied units.
Entries for specific activities (continued):	<p>If proposing more than one activity,:</p> <ul style="list-style-type: none"> • Enter the proposed amount to be spent on each activity, • indicate who will operate the program (City/County staff or other), • indicate whether this activity is a result of a CDBG Planning Activity, and • enter the codes (found in Part A- #7) for the applicable target population for each activity.
Planning Activities: (for Colonias applicants only)	Under the Colonias Allocation, your application may include one or more planning activities, and these activities are not subject to the 7 ½% General Administration limitation. The planning activity must be directed towards the planning of a project that, if brought to completion, would meet the CDBG objectives i.e., TIG Benefit.

**Instructions for PART A -
APPLICATION SUMMARY FORMS (continued)**

<p>10% Set-Aside:</p> <p>(not applicable for Colonias applicants)</p>	<p>The applicant may propose to fund one project/activity using the 10% Set-Aside, provided that the applicant can demonstrate a minimum 51% TIG benefit.</p> <p>Note: Jurisdictions with TIG percentages between 50.1% and 50.9% may not round up the TIG percentage to 51%</p> <p>The maximum dollar amount allowable for the 10% Set-Aside is calculated by taking the total funding amount requested, subtracting the dollar amount allocated for General Administration, then taking 10% of the balance.</p> <p>Activity delivery is allowed on the Set-Aside project/activity. (Please refer to page 5 for the maximum allowable activity delivery percentages for each specific activity.)</p> <p>This would be a typical use of Program Income dollars.</p>
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3. 2000 Census Data

2000 Census data is needed for **each** proposed activity.

For each activity, check whether the proposed activity will be jurisdiction-wide or confined to a target area. If you checked “jurisdiction-wide,” you do **not** need to provide Census Tract nor Census Block Group data.

If you checked “target area,” select the smallest unit of census data that encompasses your proposed target area. If your target area is completely within a Census Block Group, identify that Block Group. If your target area crosses boundary lines for more than one Census Block Group, identify all of those Census Block Groups.

The Housing Acquisition/Housing Rehabilitation Combination Option can **only** be jurisdiction-wide.

4. Native American Application Information

If this is an application for the Native American Allocation, complete the required information.

5. Proposed Activity(ies) and Beneficiaries by Income Group

This part of the form provides information on the proposed total number of projects and beneficiaries during the term of the grant.

Instructions for PART A -
APPLICATION SUMMARY FORMS (continued)

For each activity that is being proposed, identify the number of beneficiaries for each specific income group (Columns A. - C.). Under each column include the following:

- Owner-occupied **households** (if applicable for the activity)
- Owner-occupied **persons** (if applicable for the activity)
- Renter-occupied **households** (if applicable for the activity)
- Renter-occupied **persons** (if applicable for the activity)

In Column D., include the total number of beneficiaries, broken out as required, for each activity.

Note: Proposed activities may not exclude benefit to the lowest Targeted Income Group (LTIG). See Appendix B for a list of income limits by County.

- A. **Non-TIG.** Enter the number of households and the number of beneficiaries whose incomes are 81% and above (non-TIG) of the county median income. If CDBG funds will be used on a project where non-TIG households will benefit, then show those non-TIG household numbers on this chart. If non-TIG households will not be part of a project, then do not enter any data in column A.

**Instructions for PART A -
APPLICATION SUMMARY FORMS (continued)**

- B. **TIG.** Enter the number of households and the number of beneficiaries whose incomes are between 51 and 80% of the county median income (targeted income group).
- C. **LTIG.** Enter the number of households and the number of beneficiaries whose incomes are 50% or less than the county median income (lowest targeted income group). You may not enter a zero in this column. Proposed activities may not exclude benefit to the LTIG group.
- D. **Totals.** Enter the total number of beneficiaries, broken out as required, for each activity.

Clarification for sub-columns under columns A., B., and C., and D.:

Housing--New Construction, Housing--Acquisition, Housing—Rehabilitation, and Public Works (and Planning activities if it relates to one of the indicated activities):

First sub-column = number of households to benefit
Second sub-column = number of occupants to benefit

Note: For Housing-New Construction, Housing-Acquisition, and Housing-Rehabilitation, please separate the data by owner-occupied and renter-occupied.

Community Facilities, Public Services, and Planning (only if activity is related to Community Facilities and/or Public Services):

First sub-column = number of projects anticipated
Second sub-column = number of users to benefit

6. Legislative Representative Information

If the applicant is in more than one district, list all of the district numbers and appropriate Legislative Representatives' names.

The Department will notify all legislators of funding decisions.

7. Target Populations

Use this list to code the target populations for each proposed activity in Part A, #2.

***Instructions for* PART B – REQUIRED CERTIFICATION & DOCUMENTATION
and
PART C – CAPACITY & OTHER FUNDING SOURCES**

PART B. Required Certifications and Documentation

Submit the completed pages from Part B. with all required documentation immediately following.

PART C. Capacity & Other Funding Sources

1. Capacity

Indicate whether you have had any CDBG grants for any of the years 2000 through 2003.

If you answered “Yes”, indicate for which funding allocation(s) and which year(s). Do not address question #2.

If you answered “No” to question #1, you must answer question #2 and you must submit all required documentation immediately following this page.

2. Other Funding Sources – General information

The Department will award points in two categories of other funding sources (leverage): local financial contributions and private financial contributions. The most competitive applications will have both local and private financial commitments (leverage).

Please Note: Successful applicants will be held to all committed local and private contributions (leverage). Failure to secure the stated financial contributions will result in performance penalties on future applications and/or other Department action.

- For Housing Acquisition and Housing Rehabilitation Programs, leverage will be evaluated on a per unit basis.
- All leverage must be expended during the term of the CDBG contract.
- If the leverage is committed by an entity that receives State or Federal funding, explain the source of the leverage funds.
- If the contributed funds were derived from a State or Federal source but have lost their identity as such, submit documentation to this effect to have the funds counted as leverage.

Instructions for
PART C –
CAPACITY & OTHER FUNDING SOURCES (continued)

- Value of real property. If site control and value are well documented, we will count the entire value of real property as leverage in a housing new construction project. However, we will not double-count this value by also counting any loans that will be used to purchase this land. Documentation needs to be in file at time of monitoring.

For establishing the value of real property, the following may be used:

- Appraisals which **are less than one year old** (this is the preferred documentation for establishing the value of real property);
 - A Purchase Agreement signed by all involved parties;
 - The County Tax Assessor's value may be used, as documented on a property tax bill or equivalent document.
- All leverage must be directly linked to the CDBG activity for which funds are being sought. For example, the commitment of operating subsidies or supportive services will not count as leverage if CDBG funds are being sought for the development of a rental housing new construction project.
 - We will not double-count construction and take-out financing for a project--please specify which of these commitments, and in what amount, you want counted towards leverage.

2. Other Funding Sources - LOCAL.

For all activities included in the application, clearly identify the Use of Funds, Source of Funds (with Resolution #), Funding Type, Dollar Amount Committed, Commitment Date, and Page Number in the Application where the local Resolution is located. (Original application must contain an original or certified original Resolution.)

- Local Redevelopment Agency funds are an acceptable local contribution. If you use these funds, you must attach a separate RDA Resolution (original or certified original).
- Show only those funds that originated at the local level; do not show funds that came from State or Federal sources on this page.
- If the applicant is a City and the County in which that City is located makes a contribution to this application, the County funds will be counted as a local contribution (as long as the source of County money is not State or Federal funds).

Instructions for
PART C –
CAPACITY & OTHER FUNDING SOURCES (continued)

- Program Income from prior CDBG grants may not be used for local leverage.
- In-kind contributions. Jurisdictions may choose to contribute some form of in-kind services. This could be staff time or the value of other administrative services. If you use in-kind, specify the dollar value and whether and how much you are contributing to General Administration (GA) and/or Activity Delivery (AD). Be sure that these contributions are clearly identified in the local Resolution. (See Introduction section of Application for information on percentage limits for GA and AD.)
- Fee waivers. If the local contribution includes fee waivers, show the cost of the fees being waived on this chart.
- The Welfare Property Tax Exemption will not be allowed as leverage because it is not discretionary.
- Fee deferrals. If the local contribution includes fee deferrals, the leverage value of the deferrals will be based on “net present value,” for the period of the deferral, at the approximate cost of funds. Please attach your calculations if applicable.
- Infrastructure improvements. If the jurisdiction proposes infrastructure improvements as a local contribution, this work must be related to the proposed CDBG activity. For example, if a jurisdiction proposes to use redevelopment agency revenues to fund infrastructure improvements in the jurisdiction, points will only be awarded if these improvements are done in conjunction with the CDBG-funded activity.

Points will not be awarded if the CDBG activity is in one section of a jurisdiction and infrastructure improvements are being done in another part of the community. In the section of this application where you describe the proposed activity, tell us how this local complementary activity is related to the CDBG activity.

- Highway Users Taxes (gas taxes). If the jurisdiction proposes to use gas taxes in support of a housing new construction activity, the identified gas tax amount must be restricted to either: 1) the street(s) on which CDBG-assisted units will be located, or 2) work reasonably required as a condition of project development approval.

If you are proposing a Housing Rehabilitation and/or a Housing Acquisition project, please indicate the number of housing units that will be assisted by this CDBG activity.

Instructions for
PART C –
CAPACITY & OTHER FUNDING SOURCES (continued)

3. Other Funding Sources – PRIVATE.

For all activities included in the application, clearly identify the Use of Funds, Source of Funds Funding Type, and Dollar Amount, in the leverage chart. Commitment Date, and Page Number in the Application where the applicable commitment letter is located.

Make sure the amounts in the chart match the amount on the letters of commitment (i.e., do not just indicate "contribution of materials;" specify the dollar value of the contribution).

Commitment letters must be recent--within six months of submitting this application. Commitment letters **must be** on the funding source's letterhead.

- Funds from private organizations (including non-profits). If a non-governmental organization is contributing funds and the source of those funds is State or Federal funding, the contribution will not be counted. Be sure to clearly indicate the source of such contributions.
- Sweat equity contributions. Sweat equity is based on hours worked and will be valued at \$10 per hour.

Formula: ____ Hours x \$10 per hour = \$ ____ = Total Sweat Equity

Note: In order to receive leverage credit for sweat equity, must comply with all lead-based paint regulations. For housing rehabilitation and homebuyer acquisition activities, property owners **must fulfill one** of the following:

- Take a one day, HUD approved, work safe class; or
 - Perform activities that do not trigger lead-based paint regulations; or
 - Work on a home completed after January 1, 1978.
- The leverage value of developer fee deferrals will be based on "net present value" for the period of the deferral, at the approximate cost of funds. Please attach your calculations if applicable.
 - Volunteer labor and/or donated materials. If the jurisdiction shows volunteer labor and/or donated materials as a private leverage contribution, documentation must be maintained in your files for monitoring purposes. -Provide a letter or other documentation that clearly shows how the value of the labor and materials was calculated. Statements such as "based on past experience" for labor calculations are not adequate. If documentation of dollar value for labor is not available at monitoring, CDBG will assign a value of \$10 per hour.

Instructions for
PART C –
CAPACITY & OTHER FUNDING SOURCES (continued)

- Contributions to a project from a program administrator may be a conflict of interest and taint a competitive procurement process. Please contact your CDBG Representative to discuss this issue if you anticipate contracting out program administration and a contribution from a potential program administrator is anticipated.
- Contributions towards payment of salaries and purchase of new supplies, equipment, inventory, or operating expenses for the grant term may be counted as leverage.
- If the proposed activity is an increase in existing service(s), leverage contributions associated with the increase will be counted for assigning a score for leverage.
- On the funding sources chart, when claiming leverage credit for salaries, inventory, and operating expenses, leverage must be expended during grant term. please clearly state the time period for which the leverage is claimed. For example, “United Way - Shelter Coordinator Salary (one year),” or “Safeway - increase in donated food (two years).”
- Other potential private leverage sources include, but are not limited to: the Federal Home Loan Bank Board Affordable Housing Program (AHP), conventional lenders, donated material, and foundation grants.

4. Other Funding Sources – STATE

Although the CDBG Program cannot count State/Federal funding sources as leverage, it is important to identify those funds so that HCD can more accurately report on this leverage to the Department of Housing and Urban Development (HUD).

For each activity, please identify the CDBG Activity, Use of Funds, Source of Funds, the Dollar Amount, and state whether the funds are committed.

5. Other Funding Sources – Other FEDERAL

Although the CDBG Program cannot count State/Federal funding sources as leverage, it is important to identify those funds so that HCD can more accurately report on this leverage to the Department of Housing and Urban Development (HUD).

Do not include your requested State CDBG Program funds in this or any “other funding sources” category.

For each activity, please identify the CDBG Activity, Use of Funds, Source of Funds, the Dollar Amount, and state whether the funds are committed.

Instructions for
PART C –
CAPACITY & OTHER FUNDING SOURCES (continued)

6. Program Income

Program Income (PI) is revenue received primarily from CDBG loan repayments from prior CDBG grants. If you are unsure about whether you have program income, contact a CDBG Representative.

Please identify any program income that you have committed to activities in this grant application.

- Note: Program Income may only be used as follows:
- for activities established in an approved revolving loan account,
 - for an activity identified in an open grant, or
 - funds may be returned to the State.

APPLICATION CHECKLIST for ALL APPLICATIONS

NOTE: This Application Checklist & the applicable Activity Checklist(s) **must be submitted** with your completed application package. They will serve as the Table of Contents for your Application. All items listed must be submitted in the order listed.

- Enter the page number for each item that is included in the application.
- Enclose and mark each attachment. **Incomplete applications may not be considered for funding.**

TITLE	Required or optional	App. Page # (s)
PART A. Application Summary Forms		
• Application Summary Forms	<i>Required</i>	
PART B. Required Certifications and Documentation		
• 1. - Resolution(s) of the Governing Body	<i>Required</i>	
• 2. - Statement of Assurances	<i>Required</i>	
• 3. - Housing Element Procedural Compliance	<i>Required by 4/2/04</i>	
• 4. - Compliance with OMB Circular A-133	<i>Required</i>	
• 5. - Growth Control Information	<i>Required</i>	
• 6. - Citizen Participation Information	<i>Required</i>	
• 7. - Joint Powers Agreement	<i>See instructions</i>	
• 8. - NEPA Environmental Certification & Form 58.6	<i>Required</i>	
PART C. Capacity & Other Funding Sources		
• 1. - Capacity	<i>Required</i>	
- Resumes, duty statements, letters of interest	<i>See instructions</i>	
• 2. - Other Funding Sources – LOCAL	<i>Required</i>	
• 3. - Other Funding Sources - PRIVATE	<i>Required</i>	
Letters of Commitment (if applicable)	<i>See instructions</i>	
• 4. - Other Funding Sources - STATE	<i>Required</i>	
• 5. - Other Funding Sources - Other FEDERAL	<i>Required</i>	
• 6. - Program Income	<i>Required</i>	
Specific Activity Description Forms – (Identify activities proposed in this application and the page # in the application where the section begins.)		
•		
•		
•		
•		
•		

REQUIRED DOCUMENTATION *for* ALL APPLICATIONS

OTHER - Required Documentation	Required or optional	App. Page #(s)
The following should be placed in the inner front binder pocket of the “Original” application.		
• One additional copy of authorizing Resolution(s)	<i>Required</i>	
• One additional copy of all completed forms in Part A. and Part B. of the application.	<i>Required</i>	
• One additional copy of the Census Tables (where applicable)	<i>Required</i>	
OTHER Attachments (list any additional attachments by name and page number)		

ACTIVITY CHECKLIST *for* Housing New Construction

Note: Use this checklist only if you are applying for the named activity.

Title	Required or optional	App. Page #(s)
• Need for Activity (A. 1. a., b. c.)	<i>Required</i>	
• Project Description (A. 2. a.)	<i>Required</i>	
• Off-site improvements documentation, if applicable	<i>See instructions</i>	
• State Objectives (A. 3.)	<i>Optional</i>	
• Environmental Clearance (anticipated) (A. 4.)	<i>Required</i>	
• Census Data Chart (A. 5. through 7. b.)	<i>Required</i>	
• Attach Census tables (with calculations) and/or the results of the local survey, if applicable.	<i>Required</i>	
• Waiting List Information or Market Study (A. 8.)	<i>See instructions</i>	
• Supplemental Information (A. 9.)	<i>Optional</i>	
• Targeted Income Group Benefit (B. 1. through 4.d.)	<i>Required</i>	
• Sources and Uses Form (C.)	<i>Required</i>	
• Program Readiness Chart (Part D)	<i>Required</i>	
• Required Maps (Ethnic/TIG, Location, Project Site) (Part E.)	<i>Required</i>	
OTHER:		

ACTIVITY CHECKLIST *for* Housing Acquisition

Note: Use this checklist only if you are applying for the named activity.

Title	Required or optional	App. Page #(s)
• Need for Activity (A. 1. a., b.)	<i>Required</i>	
• Project Description (A. 2.)	<i>Required</i>	
• Off-site improvements documentation, if applicable	<i>See instructions</i>	
• State Objectives (A. 3.)	<i>Optional</i>	
• Environmental Clearance (anticipated) (A. 4.)	<i>Required</i>	
• Census Data Chart (A. 5. through 7. b.)	<i>Required</i>	
• Attach Census tables (with calculations) and/or the results of the local survey, if applicable.	<i>Required</i>	
• Waiting List Information or Market Study (A. 8.)	<i>See instructions</i>	
• Supplemental Information (A. 9.)	<i>Optional</i>	
• Targeted Income Group Benefit (B. 1. through 4.d.)	<i>Required</i>	
• Sources and Uses Form (C.)	<i>Required</i>	
• Program Readiness Chart (Part D)	<i>Required</i>	
• Required Maps (Ethnic/TIG, Location, Project Site) (Part E.)	<i>Required</i>	
OTHER:		

ACTIVITY CHECKLIST *for* Housing Rehabilitation

Note: Use this checklist only if you are applying for the named activity.

Title	Required or optional	App. Page #(s)
• Need for Activity (A. 1.)	<i>Required</i>	
• Project Description (A. 2.)	<i>Required</i>	
• State Objectives (A. 3.)	<i>Optional</i>	
• Jurisdiction-wide Census Data Info. (required only for jurisdiction-wide programs) (A. 4.)	<i>See instructions</i>	
• Target Area Census Data Info. (required only for target area programs <u>with</u> current survey data) (A. 4.)	<i>See instructions</i>	
• Age of Housing Stock. (A. 5.)	<i>Required</i>	
• Overcrowding. (A. 6.)	<i>Required</i>	
• Attach 2 copies of Housing Element where the jurisdiction-wide data is documented. (for A. 3)	<i>See instructions</i>	
• Attach a copy of the survey form used and a summary of the survey. (for A. 4.)	<i>See instructions</i>	
• Attach Census Tables and show calculations. (A. 5.)	<i>Required</i>	
• Supplemental Information (A. 6.)	<i>Optional</i>	
• Targeted Income Group Benefit (B. 1.a. – 2.c.)	<i>Required</i>	
• Attach documentation for TIG Benefit	<i>See instructions</i>	
• Program Readiness Chart (Part C.)	<i>Required</i>	
• Required Maps (Ethnic/TIG, Location, Project Site) (Part D.)	<i>Required</i>	
OTHER:		

ACTIVITY CHECKLIST *for* Public Services

Note: Use this checklist only if you are applying for the named activity.

Title	Required or optional	App. Page #(s)
• Need for Activity (A. 1.)	<i>Required</i>	
• Project Description (A. 2. a.)	<i>Required</i>	
• Environmental Clearance (anticipated) (A. 2. b.)	<i>Required</i>	
• Serious Problem to be addressed by this activity. (A. 3.)	<i>Required</i>	
• Extent project will solve the problem. (A. 4)	<i>Required</i>	
• Attach documentation of the problem and commitments from service providers. (A. 5.)	<i>Required</i>	
• Documentation of need for NEW services. (A. 6)	<i>Required</i>	
• Documentation of need for Existing services. (A. 7)	<i>Required</i>	
• Chart for Documentation of Problem and Commitment to Provide Services. (A. 8)	<i>Required</i>	
• Copies of documentation to substantiate 1) severity of need, and 2) service provider commitments (must be on service provider organization letterhead), 3) Quantification of need (A. 8.)	<i>Required</i>	
• Targeted Income Group Benefit (B. 1. – 3.)	<i>Required</i>	
• Attach documentation for TIG Benefit if surveys were done.	<i>See instructions</i>	
• Program Readiness Chart (Part C.)	<i>Required</i>	
• Required Maps (Ethnic/TIG, Location, Project Site) (Part D.)	<i>Required</i>	
OTHER:		

ACTIVITY CHECKLIST *for* Community Facilities

Note: Use this checklist only if you are applying for the named activity.

Title	Required or optional	App. Page #(s)
• Need for Activity (A. 1.)	<i>Required</i>	
• Project Description (A. 2. a.)	<i>Required</i>	
• Environmental Clearance (anticipated) (A. 2. b.)	<i>Required</i>	
• Serious Problem to be addressed by this activity. (A. 3.)	<i>Required</i>	
• Extent project will solve the problem & Commitment by service providers. (A. 4-5.)	<i>Required</i>	
• Attach documentation of the problem. (A. 4.)	<i>Required</i>	
• Site Control (A. 6.)	<i>Required</i>	
• Site Control documentation (if applicable)	<i>Required</i>	
• Documentation of need for NEW Services (A. 7.)	<i>Required</i>	
• Documentation of need for EXISTING Services (A. 8.)	<i>Required</i>	
• Chart for Documentation of Problem and Commitment to Provide Services. (A. 9.)	<i>Required</i>	
• Copies of documentation to substantiate 1) severity of need, and 2) service provider commitments (must be on service provider organization letterhead), 3) quantifiable need. (A. 9.)	<i>Required</i>	
• Targeted Income Group Benefit (B. 1.)	<i>Required</i>	
• Attach documentation for TIG Benefit if surveys were done.	<i>See instructions</i>	
• Program Readiness Chart (Part C.)	<i>Required</i>	
• Sources and Uses Form (D.)	<i>Required</i>	
• Required Maps (Ethnic/TIG, Location, Project Site) (Part E.)	<i>Required</i>	
OTHER:		

ACTIVITY CHECKLIST *for* Public Works

Note: Use this checklist only if you are applying for the named activity.

Title	Required or optional	App. Page #(s)
• Need for Activity (A. 1.)	<i>Required</i>	
• Project Description (A. 2.)	<i>Required</i>	
• Site Control (required for Housing New Construction, Housing Acquisition, Community Facilities, and Public Works) (A. 3.)	<i>Required</i>	
• Site Control documentation (if applicable)	<i>Required</i>	
• Environmental Clearance (anticipated) (A. 4.)	<i>Required</i>	
• Description of severe health and safety need to be addressed by this activity. (A. 5.)	<i>Required</i>	
• Likelihood of reducing or eliminating the problem. (A. 6.)	<i>Required</i>	
• Plans to provide for long-term operation/maintenance. (A. 7.)	<i>Required</i>	
• How was health and safety need determined? (A. 8.)	<i>Required</i>	
• Documentation of Problem. (A. 9.)	<i>Required</i>	
• Attach documentation to show health and safety need. (A. 5.-8.)	<i>Required</i>	
• Targeted Income Group Benefit (B. 1.)	<i>Required</i>	
• Attach documentation for TIG Benefit if surveys were done.	<i>See instructions</i>	
• Sources and Uses Form (C.)	<i>Required</i>	
• Program Readiness Chart (Part D.)	<i>Required</i>	
• Required Maps (Ethnic/TIG, Location, Project Site) (Part E.)	<i>Required</i>	
OTHER:		

ACTIVITY CHECKLIST *for*
10% Set-Aside
&
Planning Activities

Note: Use this checklist only if you are applying for the named activity.

Title	Required or optional	App. Page #(s)
Planning Activities (Colonias Only)		
• Planning Activity Description	<i>Required</i>	
• TIG Benefit	<i>Required</i>	
• Survey Information	<i>See instructions</i>	
10% Set-Aside (Not applicable for Colonias)		
• 10% Set-Aside Activity Description	<i>Required</i>	
• TIG Benefit	<i>Required</i>	
• Survey Information	<i>See instructions</i>	
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